



JOB ANNOUNCEMENT

Judicial Branch of Arizona In Maricopa County

SPANISH/ENGLISH COURT INTERPRETER

OPEN COMPETITIVE: Position available with the Judicial Branch of Arizona in Maricopa County – Court Interpretation and Translation Services.

RECRUITMENT DATES: Continuously Open Register – Applications will be actively maintained for one year

SALARY RANGE: Minimum of \$30,576 Annually (Depending on Education and Experience)

BENEFITS: The Judicial Branch provides a choice of healthcare programs, life insurance, state retirement plan, tuition reimbursement, 3 weeks vacation (full-time), 10 paid holidays, and other benefits.

POSITION QUALIFICATIONS: The Court Interpreter position requires comprehensive knowledge of both English and Spanish. Candidates must have the ability to perform all modes of interpretation. The minimum level of education and experience is **two** years of paid, professional experience interpreting in English and Spanish. Acceptable experience is professional conference, private interpreting, or court interpreting experience. College-level coursework is recommended. A college degree in languages, translation or legal interpreting is highly desirable.

ESSENTIAL FUNCTIONS: Interprets simultaneously and consecutively from English to Spanish and Spanish to English during court interviews, hearings and court proceedings; makes oral translations during interviews, hearings and court proceedings of documents such as court petitions, reports, notices and agreements.

SELECTIONS PROCEDURE: To be considered for employment, candidates must submit a completed application and supplemental form to the Court HR Department. Those candidates who meet the minimum criteria will submit to a written and oral qualifying exam. Candidates who currently hold a state or federal court interpreter certificate will NOT be required to submit to a written or oral exam. This phase of the employment process will determine the candidate's ability to perform sustained simultaneous and consecutive interpreting as well as sight translation. Upon successful completion of the examinations, the hiring authority will interview and select the successful candidates.

APPLICATION PROCESS: Applications may be obtained and should be submitted to:

Judicial Branch Human Resources
ATTN: Andreia Griego
East Court Bldg., Law Library, 3rd Fl.
101 W. Jefferson
Phoenix, AZ 85003-2205

Or call (602) 506-4473 or FAX to (602) 506-2280.

It is the policy of the Judicial Branch in Maricopa County not to discriminate in employment or the provision of services. We are an Equal Opportunity Employer.

Note: To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call (602) 506-4473. TT# (602) 506-3100.



COURT INTERPRETER

Supplemental Information

***Must be included with Employment Application**

Name: _____

Address: _____

Home Phone: _____

City/State/ZIP: _____

Work Phone: _____

The information provided on this supplement will be used to screen applicants and determine eligibility for the next step in the employment process. Please be sure the information you provide is accurate and complete.

1. EXPERIENCE:

- A) Do you have two (2) years of paid professional experience in which the primary function of your position was to perform Spanish-English interpretation?

YES ☐

NO ☐

- B) If yes, please describe past experience (examples include staff interpreter for a court, firm or government office, freelance technical conference work, freelance work for an interpretation agency, etc.).

- C) _____ If you are a freelance interpreter, please include the names, addresses and telephone numbers of three major clients.

1. Client Name: _____

Phone: _____

Address: _____

2. Client Name: _____

Phone: _____

Address: _____

3. Client Name: _____

Phone: _____

Address: _____

PLEASE SEE REVERSE SIDE FOR ADDITIONAL QUESTIONS

2. EDUCATION:

A) Please indicate which of the following most accurately describes you:

☐ My native language is English (it was the language spoken in my home and in my elementary school) and I completed at least four (4) college-level courses given in the Spanish language at the 300 level or above. (SEE PART B BELOW)

☐ My native language is Spanish (it was the language spoken in my home and in my elementary school) and I completed at least four (4) college-level courses in the English language at the 300 level or above. (SEE PART B BELOW)

☐ Other – Please describe:

B) Please provide the following information:

College or University: _____

Address: _____

<u>Course Title/Course Number (300 level or above)</u>	<u>Dates Taken</u>
_____	_____
_____	_____
_____	_____

3. HOW DID YOU LEARN ABOUT THIS JOB OPENING?

☐ Newspaper _____

☐ Maricopa County Human Resources

☐ Court Employee

☐ Professional Journal _____

☐ College Posting _____

☐ Other: _____

Signature _____ Date _____

Please Return Application and Supplemental Form To:

Superior Court Human Resources

ATTN: Andreia Griego

Law Library, 3rd Floor – 101 W. Jefferson

Phoenix, AZ 85003

FAX: 602-506-2280